

# GUIDANCE FOR PRE-QUALIFICATION OF CONSULTANTS

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- For Testing and Certification of Lifting Equipment & Pressure Vessel
- For Training & Certification
- For Process Auditing

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## 1. Purpose

This procedure specifies the process of new and renewal pre-qualification applications of third-party consultants, service providers and inspection, testing, training certification agency.

The safety and integrity of all equipment is essential to enable safe operations in RAKEZ jurisdictional areas; therefore, all Inspection, Training and Testing agencies/consultants shall register with RAKEZ (even if certified on Federal/State levels).

## 2. Scope

This scope is applied for below third-party services to operate within of RAKEZ jurisdiction:

- a. Inspection, Testing and Certification third party Consultants/Service providers of:
  - Lifting Equipment & accessories
  - Pressure Vessel
- b. Training and Certification third party Consultant/Service providers (First Aid Training, scaffolding and lifting equipment operator training)
- c. Process auditing

## 3. Definitions

- **HS&E Department** – Health, Safety & Environment Department
- **RAKEZ** – Ras Al Khaimah Economic Zone
- **ENAS** – Emirates National Accreditation Centre
- **COR** – Certificate of Registration ((provided upon completion of Pre-qualification)

## 4. Procedure

### 4.1. Pre-qualification Procedure

*The application form: Pre-Qualification Registration Form for Third Party Consultants (HSE-GU03.F01)*

- The consultant should be registered with RAKEZ procurement department and comply with RAKEZ policy and procedures.
- Third party consultants/service providers applying for new or renewal pre-qualification shall submit application to RAKEZ HS&E Department via [hse@rakez.com](mailto:hse@rakez.com)
- For pre-qualification of third-party consultant/service providers, the following documents are mandatory to be submitted together with the relevant form mentioned above;

Type of Third Party	Relevant Licence/Permit
Inspection, Testing and Certification	<ul style="list-style-type: none"> <li>Trade Licence</li> <li>Accreditation Certificate issued by Emirates National Accreditation Centre (ENAS)</li> </ul>
Training and Certification third party Consultant/Service providers	<ul style="list-style-type: none"> <li>Trade Licence</li> <li>Certification from international bodies for trainer which can be verified electronically.</li> </ul>
Process Auditing	<ul style="list-style-type: none"> <li>Trade Licence</li> <li>Certification from international bodies for auditor which can be verified electronically.</li> </ul>

- Upon completion of application, a sales order with non-refundable service fees will be issued for review of documents as per the HS&E Service fees – (HSE-SF01).
- Upon confirming the payment, application shall be reviewed accordingly within 5-10 working days. Consultant shall be notified of any deficiencies /clarifications and/or requirements to be submitted for further review.
- Approval/rejection of the application shall be based on the competence of the applicant and shall be notified to the same.
- Upon verification, if all requirements are satisfactory, a sales order with service fees will be issued for acceptance of registration as per the HS&E Service fees – (HSE-SF01).
- Upon confirming the payment, Certificate of Registration (COR) shall be issued within two (2) working days.

#### 4.2. Pressure Vessel Testing/Certification

The agency should be qualified, experienced and competent to evaluate and test the mechanical design and functionality of lifting equipment and pressure vessels in accordance with the ENAS and any applicable international standards.

#### 4.3. Performance Monitoring

Upon obtaining registration, the performance of the third-party consultant will be monitored to ensure that they perform as per the expectations at Federal/Local or RAKEZ levels. Failure to do so shall result in exclusion from the List of RAKEZ's Pre-qualified Testing & Certification Agencies. The such improper performance might include (but not limit itself to) issuance of erroneous reports or failure of equipment soon after certification by the Agency.

#### 4.4. Validity and Renewal of Pre-qualification

Pre-qualification is valid only for a period of 1 year. Pre-qualification renewal application should be made one (1) month prior to expiry date mentioned in the Certificate of Registration. Company name will be automatically removed from the website list if the renewal process has not been completed by the third-party Consultant

within one (1) month after the expiry date. Renewal application submitted beyond two (2) months of the expiry date will be considered new application.

#### 4.5. Amendment

RAKEZ should be notified if there will be any changes in the scope specified in the COR, turnover and / or future developments within the company that is relevant with the coverage of the registration issued. Notification shall include all relevant details and/or documents for evaluation and the way forward. Accordingly, once accepted, third-party consultant shall be required to pay the relevant fee mentioned in HS&E Service fees – (HSE-SF01) to get the amended COR within two (2) working days.

#### 5. Related Forms

- PRE-QUALIFICATION REGISTRATION FORM FOR THIRD PARTY CONSULTANTS – (HSE-GU03.F01)
- PRE-QUALIFICATION SUBMISSION CHECKLIST - (HSE-GU03.F02)
- DECLARATION – BLACKLISTING & LITIGATION – (HSE-GU03.F03)
- CONFLICT OF INTEREST – (HSE-GU03.F04)

#### 6. Applicable Regulations / References

- RAKEZ Rules & Regulations
- ENAS Standards